

FAA AIRMAN KNOWLEDGE TESTING CENTER INSPECTION JOB AID FOR FAA-ASI

Computer Testing Designee _____.
 Site ID and Agency Identifier Number _____.
 Testing Center Name, City, State _____.
 Inspector(s) Name(s) _____.
 Inspection Date _____.
 PTRS CODE 3679, 5678, 1663
 LDR CODE: 12XXFAAirmen PT1663

	CHECKLIST ITEM AND ORDER 8080.6D REFERENCE in ()	YES / NO	COMMENTS
	TESTING CENTER FACILITY REQUIREMENTS		
1	Does the facility conform to local building, sanitation, & health codes? (3-1.a.)		
2	Are restroom facilities available in the same building that the testing area is located? (3-1.b.)		
3	Does the testing area have proper temperature & ventilation control? (3-1.c.)		
4	Is the testing area free of noise, distractions, & visual aids? (3-1.d.)		
5	Are any non-testing activities conducted in the same area while FAA testing is in progress? (3-1.d.)		
6	Does the testing area have adequate lighting & are the computer screens glare free? (3-1.e.)		
7	Are there partitions between testing stations? (3-1.f.)		
8	If the answer to #7 is no, is there at least a 5 foot spacing on either side of each testing terminal? (3-1.f.)		
9	Does each testing station have adequate table workspace? (3-1.g.)		
10	Are there at least three operational testing terminals? (3-1.h.)		
	PERSONNEL REQUIREMENTS & RESPONSIBILITIES		
11	Are all testing personnel familiar with the regulation excerpt in the Order regarding the cancellation of designation? (2-11. Note)		
12	Are all testing personnel familiar with the policies regarding suspension or revocation of testing privileges, or grounds for suspending airman knowledge testing privileges? (3-7; 3-8)		

13	Is a current list readily accessible with the testing center supervisor (TCS) and proctor names? (3-10.)		
14	Are all testing personnel familiar with requirements regarding personal qualifications? (3-12.)		
15	Has the current test proctor(s) been certified by the TCS and approved by the computer-testing manager (CTM). (3-17.a & b.)		
TESTING CENTER PERSONNEL TRAINING			
16	Have all testing personnel received initial training in the general and specific areas of responsibilities? (4-1.)		
17	Do the testing center files contain proof of initial training for all testing personnel? (4-2.)		
18	Have all testing personnel received recurrent training within the last 12 months? (4-3.b & d.)		
19	Have all testing personnel read & initialed Recurrent Training Messages (RTMs) 02-01, 02-02, 02-03, 02-04, 02-05 & 04-01 (4-3.c.)		
20	Are all RTMs filed in a readily accessible recurrent training file? (4-3.c.)		
SURVEILLANCE & SECURITY PROCEDURES			
21	Do testing personnel have the ability to view applicants at all times during testing using one or more of the following surveillance methods? A. Video monitoring system; B. Viewing window; C. TCS or proctor stationed in testing area (3-1.i.; 6-7.)		<i>If YES, please indicate method(s) used.</i>
22	Are the embosser & 'DO NOT LOSE THIS REPORT' stamp (or preprinted paper) secured when not in use? (3-1.k.5.) *LaserGrade uses preprinted paper *CATS uses stamp		
23	If site possesses computer hardware containing applicant or test data, is it kept in an area where access by unauthorized persons is strictly prohibited? (3-1.j.)		
24	Are all testing personnel familiar with the testing center's safety & emergency procedures? (3-1.l.)		
25	Are all testing personnel familiar with policies regarding the test preparation course monitoring? (5-6.e.)		
26	If an applicant must take a break (i.e., trip to the restroom or water fountain) during the test, are his/her whereabouts monitored during this time? (6-3.b.)		
27	If a video surveillance system is used, is a readily visible sign posted notifying applicants that the testing area is being video-monitored? (6-7.b.(1))		

28	Are all testing personnel familiar with the policies/procedures regarding applicant misconduct? (6-8.)		
29	Are all testing personnel familiar with the policy outlined regarding applicant comments? (6-9.a.b.)		
REFERENCE & TESTING MATERIALS			
30	Is a current copy of Form 8000-5, CTD Certificate of Designation, displayed in a visible location? (1-6.i.; 2-7.b, appendix 1, fig. 8)		
31	Is a copy of FAA Order 8080.6D, Conduct of Airman Knowledge Tests, maintained in a readily accessible location? (See http://afs600.faa.gov)		
32	Are the testing center daily logs retained for a period of 2 years from the date of the log? (6-1.d.)		
33	Are supplement books checked after each use to ensure there are no markings or missing pages? (6-4.a. NOTE)		
34	Are the following supplement books available for applicant use? (Publication numbers should be carefully checked.) - FAA-CT-8080-1B, Computer Testing Supp. for Commercial Pilot - FAA-CT-8080-2E, Computer Test. Supp. for Recreational & Private Pilot - FAA-CT-8080-10, Computer Test Supp. For Sport Pilot, Sport Pilot Instructor, Sport Pilot Examiner - FAA-CT-8080-3D, Computer Testing Supp. for Instrument Rating - FAA-CT-8080-4D, Computer Testing Supplement for Aviation Mechanic General, Powerplant, and Airframe; and Parachute Rigger - FAA-CT-8080-5E, Computer Test. Supp. for Flight and Ground Instructor - FAA-CT-8080-6A, Computer Testing Supp. for Flight Engineer - FAA-CT-8080-7B, Computer Testing Supplement for Airline Transport Pilot and Aircraft Dispatcher FAA-CT-8080-8B, Computerized Testing Supplement for Inspection Authorization (<i>Required only at authorized locations.</i>) (6-2.a.(4).(b.))		
35	Have outdated, incomplete, & damaged supplement books been discarded? (6-4.a. NOTE)		
36	Is a current (dated December 2004) copy of the Airman Knowledge Test Authorization Matrix on file in a readily accessible location? (See http://afs600.faa.gov .) (7-1.)		
TESTING PROCEDURES - BEFORE TEST			
37	Are the identification, address, & age of every applicant verified? (6-1; 7-4; Figure 7-1.)		
38	Does the proctor request proper test authorization from every applicant? (6-1, b.; 7-1; 7-5. through 7-14; Appendix 1-Figures 15 through 19)		
39	Is the test date & sign-in time captured for every applicant on the testing center daily log? (6-1, d.)		

40	Is every applicant required to print & sign, in English, their full legal name, record their Social Security Number or date of birth, & note the type of test on the testing center daily log? (6-1, d.)		
41	Does the proctor initial the login and log-out for each test administered? (6-1, d.)		
42	Is the IMPORTANT NOTICE FOR AIRMAN APPLICANTS displayed on every log sheet, & are all applicants advised to read this notice before signing the log? (6-1.d.; Figure 6-1.)		
43	Is applicant provided introductory material for familiarization with computer-based testing procedures? (6-2.a (4) (a))		
44	Is the applicant provided the correct, current, & complete supplement, free of extraneous marks? (6-2.a.(4)(b))		
45	Is the applicant provided an accountable number of scratch paper sheets? (6-2.a.(4)(c))		
46	Does the proctor inspect the aid(s) the applicant plans to use during the test to ensure compliance with the required guidelines regarding the use of aids, reference materials, test materials, and inspection of materials? (6-2.a.(5); 6-4.)		
47	Does the proctor ensure that the correct test is available for administration when the applicant arrives, & that the test is satisfactorily displayed at the testing station? (6-2.a.(3); 7-3.)		
48	Are testing personnel familiar with the policy regarding time allowed for tests. (6-3.)		
49	Is the applicant advised, prior to beginning the test, that when a break is necessary, test time continues uninterrupted? (6-3.b.)		
50	Are testing personnel familiar with the policies regarding retesting after failure and retesting for a higher score. (7-17. & 7-18.)		
51	For 'walk-in' or 'on-site' registrations, does the registrar or proctor accurately & completely capture all applicant information regarding applicant registration. (8-1)		
52	Does the proctor ensure that the applicant's name, Social Security Number or date of birth, & other pertinent information are correct, on the registration screen, before beginning test administration?		
TESTING PROCEDURES - AFTER TEST			
53	Is the sign-out time captured for every applicant on the testing center daily log? (6-1.d.)		
54	Does the proctor ensure that the applicant turns in all supplied materials & scratch paper? (6-2.c.)		
55	Does the TCS or proctor erase all recorded test material from the applicant's computer or calculator? (6-4.d.(1) through (4))		
56	Are all testing personnel familiar with the policies regarding duplicate Airman Knowledge Test Reports? (6-11.)		

57	Does the TCS or proctor issue an Airman Test Report on plain white paper, including a raised seal & 'DO NOT LOSE THIS REPORT' stamped in red letters? (8-2.c.e.; Appendix 1-Figure 12.)		
	TESTING CENTER AFFILIATION		
58	Is this testing center affiliated with a FAA-approved Aviation Maintenance Technician School (AMTS) (3-8.)		<i>If YES, please indicate the AMTS name & certificate number:</i>

This checklist is not an official FAA document. It is intended as a guideline to assist FAA representatives in performing testing center inspections. REVISED 01/13/05

Note: Reference numbers on this list are in conjunction with Order 8080.6D.

NOTE: If the FAA representative is unable to observe actual test administration, the testing center personnel may be questioned on test administration procedures. If testing is in progress, the representative should extend necessary courtesies and cooperation.

1. Follow-up Action. Upon accomplishing a testing center inspection, the FAA representative must use one of the Program Tracking and Reporting Subsystem (PTRS) work activity codes for the inspection of airman knowledge testing centers. The PTRS codes and descriptions will be abbreviated as follows in the PTRS database:

- Operations: 1663/183 SURVL/MISC/INSP ARMN KN TST CTR.
- Airworthiness: 3679/183 SURVL/MISC/INSP ARMN KN TST CTR.
- Avionics: 5678/183 SURVL/MISC/INSP ARMN KN TST CTR.
- LDR Code FEDREG----AVO-800

2. The ASI should advise AFS-630 of inspection results. If the FAA representative feels a discrepancy(s) is deserving of emergency action, AFS-630 must be contacted immediately to coordinate a resolution plan and/or suspension of testing privileges at the offending center. AFS-630 will coordinate resolution of discrepancies with the respective CTM in accordance with paragraph 3-7.

The ASI MUST NOTIFY the respective contact listed below. DO NOT call LaserGrade or CATS directly.

AFS-630 Contacts:

LaserGrade Liaison—Marilyn Goss (405) 954-6352, Email – Marilyn.L.Goss@FAA.GOV
CATS Liaison—Ellen Walker (405) 954-6744, Email – Ellen.S.Walker@FAA.GOV
DANTES – Shelly Waddell (405) 954-6493, (NOTE use Job Aid located under the DANTES link on the AFS-630 Website)
FAX – (405) 954-1122
Airman Knowledge Testing Program Manager – Pennie Thompson (405) 954-5313

Mailing Address:

Airman Knowledge Testing Standards Branch, AFS-630
P.O. Box 25082
Oklahoma City, OK 73125